Ogden Farmers' Library Board of Trustees Meeting

Minutes for March 17, 2022

Present:	**Excused:**	**Also Present:**
Alex Hinkley (Pres) Linda Tague (VP)) Laura O'Donnell (Secretary) Nick Messoloras (Treas.) Kathleen Britton Jimmie Sue Deppe Amy Holko Sharon Stevens Joe Vaccarella	Kathleen Britton	John Cohn- Library Director

1. Call to Order/Agenda Changes: Alex called the meeting to order at 6:32 p.m.

MOTION to vote on future motions by consensus rather than role call during this meeting was made by Sharon and seconded by Jimmie Sue; the motion was carried unanimously.

2. Minutes from January 20, 2022: Approved.

MOTION to accept the Minutes made by Amy and seconded by Nick; the motion was carried unanimously.

3. Public Comments: None

4. Correspondence: None

5. Friends Report: The Friend's Committee is not planning any Spring or Summer events.

6. President's Report: (Alex); None

7. Treasurer's Report: Nick

a. Discussions included:
   - Total amounts were $1.6 million.
   - Budge versus Actual was close to budget.
   - Expenses were slightly over budget.
     i. Some 2021 expenditures were posted to 2022.
     ii. John will try to fix those expenditures to post to 2021.
     iii. Equipment was purchased for the meeting room. The cost of the lectern was from a donation received in 2021.
   - The salary line was under spent.
     i. After paying Patrick's vacation salary, the salary line has been corrected.
     ii. The Medical insurance line item is negative.
         1. The Communications & Technology Assistant is not taking the insurance.

- Credit card and Warrants review:
    i. Ancestry.com is coming out of the data base expense line. That expenditure should be transfer to the Genealogy line.
    ii. Air purifiers were purchased for 2 rooms since mask mandate was removed.
    iii. The Monroe County Ecopark charged the library for the recycling of old electronics.
    iv. Texas Barbeque charges were for the staff Holiday party.

MOTION to approve paying the Warrants was made by Nick and seconded by Amy; the motion was carried unanimously.

8. Director's Report: John

- John is investigating the possibility of having the Library staff join the NY State Retirement System. At the current time, he does not have any information on how much this would cost
- Anne Strang will substitute for John when he is on vacation.

9. Personnel Report:

- Peter Owens has been hired as the new Communication and Technology Library Assistant.
- A job search is underway to hire a Youth Librarian Assistant. There is a good pool of candidates and John will have a second round of interviews in April.

MOTION to accept Director's Report was made by Linda and seconded by Jimmie Sue; the motion was carried unanimously.

10. Unfinished Business: None

11. New Business:

a. Review of the 2021 Annual Report to be submitted to New York State
    1. Changes include the correction of the Ending Local Fiscal Year date from 02/31/2021 to 12/31/2021 and Alex's address.

MOTION to accept 2021 Annual Report with changes made by Linda and seconded by Laura; the motion was carried unanimously.

b. Genealogy Job Description
    - John will wait until the Youth Librarian Assistant is filled.
    - A Bachelor's degree is required to show the Assistant has the ability to do something academically.
    - Nick asked if the salary of the Assistant could be taken out of the genealogy funds. Is there any restrictions? John will investigate.
    - The OFL houses a unique genealogy collection. It should be digitized in case of fire. It is not replaceable.

MOTION to approve the creation of a Genealogy library assistant position was made by Sharon and seconded by Joe; the motion was carried unanimously.

c. Freedom of Information Policy
    - The Freedom of Information Policy was reviewed. The following changes were made:
        i. #1- remove "or remotely"

ii. #3 – change “wither” to “with”
iii. #6- change to: Some requests may be satisfied by the requestor examining OFL records by appointment. A library employee must be present throughout the examination of library record.
iv. #7-Change Farmers to Farmers’
v. Change Amended date to 3/17/2022

MOTION to Approve Freedom of Information Act with above modification was made by Amy and seconded by Linda; the motion was carried unanimously.

11. Public Comments: None

12. Educational segment: Review the Library’s Genealogy and Local History Collection.

13. Executive Session: None

13. Motion to Adjourn: MOTION to adjourn was made by Joe and seconded by Amy; the motion was carried unanimously. The board adjourned at 7:27 p.m.

The next regular BOT meeting will be held virtually on April 21, at 6:30.

Respectfully submitted by Laura O’Donnell